# QRG: DOCUMENT HANDLER (ATTACHMENTS)

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| DOCUMENT HANDLER | |
| Document handler is available from anywhere in the system which has the Attachments function button on the ribbon or bottom of the screen | |
|  | From where you want to add information, use the Attachments function button and the Document handling window will appear |
|  | Select New, and choose the type. Note and File are the most commonly used |

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|  | **Note:** allows a short note to be added as the Description  **File:** allows most file types to be attached. Word, Excel, PDF, Images, etc…  J:\Training - Inspire\eMerge training icons\Important Black.pngWhen using **File**, the attachment must be stored in a network drive before it can be attached |
|  | To view an attachment, select the appropriate document handler line and select the Open function. The attachment will open |